



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

Request for Quotation (RFQ)

Date of Issue:	2017-08-16
Closing Date and Time:	2017-08-18 / 10:00 AM
Contact Details:	For submission of quotations or any other inquiries: Mrs. Carmelita A. Estrosa: lspuscc.supplyoffice@lspu.edu.ph or Mr. Brainard H. Reyes: brainardreyes@lspu.edu.ph Tel. #: (049) 501-7512 / (049) 501-7005

1. INVITATION OF QUOTATION

Quotations are hereby invited for the supply of goods and/or services to the Supply Office.

2. QUOTATION REQUIREMENTS

2.1 Procurement of Instructional Supplies (Basic Education / Senior High).

3. EVALUATION CRITERIA

- 3.1 Philippine Government Electronic Procurement System (PhilGEPS) Registration
- 3.2 DTI business name registration or SEC registration certificate
- 3.3 Valid and current Mayor's permit / municipal license
- 3.4 Taxpayer's Identification Number or VAT Registration certificate

4. PRICE QUOTATIONS

- 4.1 Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 4.2 Payment will be according to the LSPU Supply Office payment terms and conditions.

5. No goods and/or services should be delivered to the LSPU Supply Office without an official LSPU Supply Office Purchase Order. This is not a Purchase Order.

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